

Agenda of Regular Meeting

The Board of Trustees Van Buren ISD

A Regular meeting of the Board of Trustees of Van Buren ISD will be held December 1, 2021, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

Van Buren ISD is in compliance with the Michigan Department of Health and Human Services Epidemic Order under MCL 333.2221.

The public is invited to attend the Van Buren Intermediate School District Board of Education meetings. If you require accommodations to access these meetings or would like to provide input or ask questions on any business that will come before the Van Buren Intermediate School District Board of Education at the meeting, please contact Dave Manson, Superintendent at dmanson@vbid.org.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

I. REGULAR MEETING

A. Consent Agenda - **(Roll Call Vote)**

1. Minutes

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A **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **November 3, 2021**, in the Board of Education office and called to order at **4:00 PM**. All members were present. Kent moved to approve the Consent Agenda (**October 6, 2021 Minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary**).

Supported by Sage. Roll call vote: Sage – yes, Middaugh – yes, Weiss – yes, Kent – yes, and Crandall – yes. Motion carried.

Dave Nielsen from Maner Costerisan virtually presented the District’s financial audit for the 2020-21 school year to the Board.

**VAN BUREN INTERMEDIATE SCHOOL DISTRICT
RESOLUTION AUTHORIZING THE ISSUANCE OF
BONDS AND OTHER MATTERS RELATING
THERETO**

Van Buren Intermediate School District, Michigan (the "Issuer")

A regular meeting of the board of education of the Issuer (the "Board") was held in the Board of Education office, within the boundaries of the Issuer, on the 3rd day of November 2021, at four o'clock in the p.m. (the "Meeting")

The Meeting was called to order by James Crandall, President.
Present: Members: Middaugh, Kent, Weiss, Sage, and Crandall

Absent: NONE

The following preamble and resolution were offered by Member *Middaugh* and supported by Member *Weiss*

WHEREAS:

1. This Board deems it advisable and necessary to issue bonds for the purpose of erecting, furnishing, and equipping one or more additions to a school building; remodeling, equipping and re-equipping, and furnishing and refurnishing a school building; and developing and improving the site (the "Project"); and Act 451, Public Acts of Michigan, 1976, as amended (the "Act"), authorizes this Board to issue bonds for the purpose of financing all or a portion of the Project; and

2. The Issuer estimates the necessary cost of the Project to be Five Million Three Hundred Thousand Dollars (\$5,300,000), of which it is necessary to borrow the sum of not to exceed Five Million Three Hundred Thousand Dollars (\$5,300,000), and issue bonds of the Issuer therefore to pay all or a portion of said cost including the cost of issuing the bonds; and

3. The Issuer has the opportunity to directly or privately place the bonds with a sophisticated investor or commercial bank (the "Purchaser"); and

4. The Issuer has received an offer from Huntington Bank (the "Bank") to purchase the Bonds, which offer is attached hereto and incorporated herein as Exhibit B, that the Board desires to accept; and

5. Prior to the issuance of bonds, the Issuer must either achieve qualified status or secure prior approval of the Bonds from the Michigan Department of Treasury (the "Department") pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Bonds of the Issuer aggregating the principal sum of not to exceed Five Million Three Hundred Thousand Dollars (\$5,300,000) be issued for the purpose of erecting, furnishing, and equipping one or more additions to a school building; remodeling, equipping and re-equipping, and furnishing and refurbishing a school building; and developing and improving the site and the cost of issuing the bonds. The final principal amount for the Bonds shall be determined by the Superintendent or Director of Finance and Operations (each an "Authorized Officer"). The Bonds shall be designated 2021 School Building and Site Bonds (General Obligation — Limited Tax) (the "Bonds").

2. The Bank's offer for the purchase of the Bonds of the Issuer in the aggregate principal amount of not to exceed Five Million Three Hundred Thousand Dollars (\$5,300,000) is accepted and a copy of the offer is attached hereto and incorporated herein as Exhibit B.

3. The Bonds shall bear interest at the rate stated in the Bank's offer, interest shall be payable on May 1, 2022 and semi-annually thereafter on the first day of November and May each year.

4. An Authorized Officer is authorized to adjust the maturity dates and principal maturity/redemption amounts. The principal of the Bonds and interest thereon shall be payable in lawful money of the United States of America.

5. The Bonds shall be dated December 1, 2021 or date of delivery; shall be fully registered bonds as to principal and interest; and shall be numbered consecutively in the direct order of maturity from I upwards.

6. The Bonds are a single term Bond subject to mandatory redemption, in part, by lot on the redemption date and principal amount set forth in the Bank's offer and at a redemption price equal to the principal amount thereof, without premium, together with accrued interest to the date fixed for redemption. The Bonds are issuable in minimum denominations of \$100,000 and multiples of \$1,000 over \$100,000, not exceeding the aggregate principal amount for each maturity.

7. If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bonds, shall furnish or cause to be furnished, and the Bond Registrar shall authenticate and deliver, a new Bond of like tenor in exchange and substitution of the mutilated Bond, upon surrender to the Bond Registrar of the mutilated Bond. If any Bond issued under this resolution shall be lost, destroyed, or stolen, evidence of the loss, destruction or theft and indemnity may be submitted to the Bond Registrar, and if satisfactory to the Bond Registrar and the Issuer, the Issuer at the expense of the owner, shall furnish or cause to be furnished, and the Bond Registrar shall authenticate and deliver a new Bond of like tenor and bearing the statement required by Act 354, Public Acts of Michigan, 1972, as amended, being sections 129.131 to 129.134, inclusive, of the Michigan Compiled Laws, or any applicable law hereafter enacted, in lieu of and in substitution of the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Bond Registrar may pay the same without surrender thereof.

8. The President and Secretary are authorized to provide the Bonds in conformity with the specifications of this resolution by causing their manual or facsimile signatures to be affixed thereto, and upon the manual execution by the authorized signatory of the Bond Registrar, the Treasurer is authorized and directed to cause said Bonds to be delivered to the Purchaser upon receipt of the purchase price and accrued interest, if any.

Blank bonds with the manual or facsimile signatures of the President and Secretary of the Board affixed thereto, shall, upon issuance and delivery and from time to time thereafter as necessary, be delivered to the Bond Registrar for safekeeping to be used for registration and transfer of ownership.

9. There is hereby created a separate depository account to be kept with a bank located in the State of Michigan and insured by the Federal Deposit Insurance Corporation, previously approved as an authorized depository of funds of the Issuer, to be designated 2021 SCHOOL BOND GENERAL OBLIGATION LIMITED TAX DEBT RETIREMENT FUND (hereinafter referred to as the "DEBT RETIREMENT FUND"), all proceeds from special education taxes levied for the fund to be used for the purpose of paying the principal and interest on the Bonds authorized herein as they mature or are redeemed. Upon receipt of the Bond proceeds from the sale or

private placement of the Bonds, the accrued interest, if any, shall be deposited in the DEBT RETIREMENT FUND. DEBT RETIREMENT FUND moneys may be invested as authorized by law.

10. The Issuer irrevocably pledges to make the annual principal and interest payments on the Bonds beginning with the fiscal year 2021-2022 and during each fiscal year for which a budget is adopted, the first budget obligation within its authorized special education millage and other available funds until such time as the principal and interest on the Bonds have been paid in full.

11. Commencing with the 2021 tax levy, there shall be levied upon the tax rolls of the Issuer in each year for the purpose of the DEBT RETIREMENT FUND a sum not less than the amount estimated to be sufficient to pay the principal and interest on the Bonds as such principal and interest fall due, the probable delinquency in collections and funds on hand being taken into consideration in arriving at the estimate. The Issuer pledges its limited tax full faith and credit for the payment of the principal and interest on the Bonds, payable from ad valorem special education taxes which will be levied within the authorized constitutional and statutory tax rate limitations of the Issuer for such purposes and an irrevocable appropriation of a sufficient amount of special education taxes will be made each year from said millage rate for the payment of principal and interest on the Bonds as due, subordinate only to any first liens on said funds pledged for the payment of state aid notes, lines of credit or tax anticipation notes heretofore or hereafter issued. The Issuer reserves the right to issue additional bonds of equal standing.

Because the Issuer does not have the power to levy taxes for the payment of the Bonds in excess of its constitutional or statutory tax rate limitations, the Bonds will be limited tax general obligations of the Issuer, and, if special education tax collections are insufficient to pay the principal of or interest on the Bonds when due, the Issuer pledges to use any and all other resources available for the payment of the Bonds, including special education state school aid, if available.

12. There is hereby created a separate account to be designated 2021 CAPITAL PROJECTS FUND, to which the proceeds of the Bond issue are to be credited.

13. The Issuer estimates the period of usefulness of the improvements for which the Bonds are issued to be not less than ten (10) years.

14. The Bonds shall be in substantially the form attached hereto as Exhibit A.

15. An Authorized Officer is authorized to execute any documents or agreements necessary to evidence or consummate the private placement in accordance with the provisions of this resolution. The Board believes a negotiated sale of the Bonds allows flexibility in the timing, sale and structure of the Bonds in response to changing market conditions and also offers cost savings in comparison to a competitive sale involving the publication of a notice of sale.

16. An Authorized Officer is authorized to approve circulation of a Preliminary Official Statement or Marketing Bulletin, as necessary, describing the Bonds.

17. An Authorized Officer, or designee if permitted by law, is authorized to:

- A. File with the Department an application for approval to issue the Bonds, if required, and to pay any applicable fee therefor and, further, within fifteen (15) business days after issuance of the Bonds, file any and all documentation required subsequent to the issuance of the Bonds, together with any statutorily required fee.
- B. Make application for municipal bond insurance if, upon advice of the Financial Advisor, the purchase of municipal bond insurance will be cost effective. The premium for such bond insurance shall be paid by the Issuer from Bond proceeds.

18. An Authorized Officer is further authorized and directed to (i) appoint a bond registrar for the Bonds; (ii) select a bond insurer, accept a commitment therefore and authorize payment of a bond insurance premium to insure any or all of the Bonds if recommended in writing by the Financial Advisor; (iii) if required, deem a Preliminary Official Statement for the Bonds final for purposes of SEC Rule 15c2-12(b)(1); and (iv) if required, execute and deliver a final Official Statement on behalf of the Issuer.

19. An Authorized Officer and the officers, agents and employees of the Issuer are authorized to take all other actions necessary and convenient to facilitate the sale or private placement and the delivery of the Bonds.

20. Thrun Law Firm, P.C., is appointed as bond counsel for the Issuer with reference to the issuance of the Bonds authorized by this resolution. Further, Thrun Law Firm, P.C., has informed this Board that it represents no other party in the issuance of the Bonds.

21. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended (the "Code"), necessary to maintain the exclusion of interest on the Bonds from gross income.

22. The Bonds of this issue are hereby designated as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Code. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on behalf of the Issuer during calendar year 2021 will not exceed \$10,000,000, excluding only those tax-exempt obligations as permitted by Section 265(b)(3)(C)(ii) of the Code.

23. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are rescinded.


Ayes: Members: *Kent, Weiss, Middaugh, Sage, and Crandall*

Nays: NONE


Secretary, Board of Education

Resolution declared adopted.

The undersigned duly qualified and acting Secretary of the Board of Education of Van Buren Intermediate School District, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).


Secretary, Board of Education

Kent moved to approve the following resolution:

RESOLVED, that the Board of Education hire an additional full-time School Social Worker position, pending Section 310 funding.

Supported by Sage. Roll call vote. Middaugh – yes, Sage – yes, Kent – yes, and Crandall – yes. Motion carried.

Sage moved to approve the following resolution.

RESOLVED, that the Board of Education accept the bid from Tapper Ford to purchase three model year 2022 10-passenger vehicles at a cost of \$112,242.

Supported by Middaugh. Roll call vote: Sage – yes, Weiss – yes, Middaugh – yes, Kent – yes, and Crandall – yes. Motion carried.

Kent moved to approve the following resolution:

RESOLVED, that the Board of Education employs the staff as shown below:

<u>Technology</u>	<u>Salary</u>	<u>Start Date</u>
Jeff Bridges	\$38,500*	10/21/2021
Andrew Barnes	\$45,000*	10/25/2021

<u>Professional Staff Members</u>	<u>Salary</u>	<u>Start Date</u>
Barbara Dallas- <i>SLP</i>	\$64,302*	10/25/2021
Aaron Van Heest- <i>Mental Health Clinician</i>	\$51,386*	11/08/2021

<u>Administration</u>	<u>Salary</u>	<u>Start Date</u>
Andrea Robinson- <i>VB Tech Admin</i>	\$82,000*	11/08/2021

**Salary may be prorated based on start date*

Supported by Weiss. Voice vote. Motion carried.

Motion by Middaugh to approve the following resolution:

RESOLVED, that the Board of Education accept the resignation of Adam Westhouse, effective 11/03/21.

Supported by Kent. Voice vote. Motion carried.

Motion by Weiss to enter into closed session for the purpose of attorney/client privilege information on a personnel issue. Supported by Kent. Roll call vote. Weiss – yes, Kent – yes, Sage – yes, Middaugh – yes, and Crandall – yes. Motion carried. Board went into closed session at 5:12 pm.

Board came out of closed session at 6:00 pm.

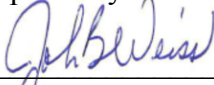
Motion by Weiss to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the adoption of the investigation report as presented and authorizes Heather Visco, Human Resources Administrator, to work with legal counsel to inform relevant individuals of the Board’s decision as required by Board Policy 3122.

Supported by Middaugh. Roll call vote. Sage – yes, Middaugh – yes, Kent – yes, Weiss – yes, and Crandall – yes. Motion carried,

Meeting adjourned at **5:02 PM**.

Respectfully submitted,



John Weiss, Secretary
Van Buren Intermediate School District
Board of Education, Lawrence, Michigan

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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Van Buren Intermediate School District
November 2021

Imprest Fund Vouchers	\$ 794,450.68
Payroll Fund Vouchers	3,520,278.13
Purchasing Card Vouchers	60,151.32
EDUSTAFF ACH Payments	15,294.50
	\$ 4,390,174.63

Budget-to-Expenditure Comparison 21-22

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	13,384,937	5,035,520	8,349,417	(16,168)
Special Education	37,024,404	8,330,064	28,694,340	5,554,087
Vocational Education	12,780,600	3,800,351	8,980,249	992,374
Food Service	103,755	41,859	61,896	(2,951)
Capital Projects	0	184,453	N/A	(184,453)

Cash Flow Summary

	Ending Balance 9/30/2021	Cash Receipts	Cash Disbursements	Ending Balance 10/31/2021
General	1,809,942	1,985,402	2,597,786	1,197,558
Special Education	6,182,777	805,616	2,365,446	4,622,947
Vocational Education	7,693,339	516,327	1,095,625	7,114,040
Student Activity Fund	31,900	300	0	32,200
Food Service	83,683	391	8,768	75,306
Capital Projects	116,368	133,000	249,259	109
	15,918,010	3,441,036	6,316,884 *	13,042,161

* The cash disbursements total includes amounts transferred electronically. Non-payroll related electronic transfers were made to other VBISD accounts. A listing of these transactions are available upon request. This statement is in accordance with Policy #6144.01

IMPREST VOUCHER SUMMARY
November 2021

FUND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	260,885.99	24,205.16	38.13	285,129.28
Special Education	213,892.84	20,902.54	11,513.02	246,308.40
Vocational Education	218,963.51	14,676.97	(11,551.15)	222,089.33
Capital Projects	94,203.20	0.00	0.00	94,203.20
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	321.49	0.00	321.49
Food Service Fund	6,505.14	45.16	0.00	6,550.30
TOTAL	794,450.68	60,151.32	0.00	854,602.00

PAYROLL SUMMARY
Nov 2021

GENERAL	908,959.03
SPECIAL EDUCATION	1,975,317.94
VOCATIONAL EDUCATION	636,001.16
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,520,278.13

B. Board/Superintendent Travel (**Roll Call Vote**)

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CONFERENCE ATTENDANCE*Superintendent/Board of Education***December 1, 2021*****Pre-Approval***

NAME	DATES	LOCATION	ESTIMATED COST
Dave Manson	January 17-20, 2021	MASA Mid-Winter Conference 2022 Amway Grand Plaza, Grand Rapids, MI	\$760.00

Post Approval

			COST
James Crandall	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	\$831.70
Kenneth Kent	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	\$1745.84
Mary Ann Middaugh	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	\$586.84
Frances Sage	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	\$835.02
John Weiss	November 11-14, 2021	2021 MASB Annual Leadership Conference Amway Grand Plaza, Grand Rapids, MI	\$1377.70

C. Communications
D. Public Comments
II. INFORMATIONAL ITEMS

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Administrator Evaluation Guide Reference

- 1 - Leadership
- 2 - Level of Professional Awareness
- 3 - Professional Standards and Ethics
- 4 - Communication Skills
- 5 - Resourcefulness, Creativity, and Innovativeness
- 6 - Personality
- 7 - Demeanor, Appearance, and Style
- 8 - Professional Preparation
- 9 - Decision Maker
- 10-Planner and Organizer
- 11-Supervisor
- 12-Evaluator
- 13-Policy Implementer
- 14-Crisis Manager
- 15-Faculty and Staff Personnel
- 16-School Plant and Facilities
- 17-Student Personnel
- 18-Community Relations
- 19-Fiscal Management
- 20-Student Achievement

A. Board Updates
B. Superintendent Update

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Date: December 1, 2021
To: Board of Education
From: David D. Manson, Superintendent

Subject: Superintendent Update

Nature Trail Closure: (Community Relations, Staff Relations, Business & Finance)

On November 19th, a decision was made to close the nature trail for renovations. The nature trail has been a jewel for VBISD, but is starting to fall into disrepair. As a result, Randy Olds team plans to collaborate with VB Tech, the Vocational Alliance and the business community at large to develop a cost effective renovation plan for the Spring.



VBISD Town Hall: (Governance & Board Relations, Staff Relations, Instructional Leadership)

On November 18th, a virtual town hall was held to ensure that ongoing communication is occurring with all staff regarding various topics impacted by the pandemic. These topics included:

- Attempting to address staff shortages
- Addressing the proposed Emergency Temporary Standard by OSHA
- Explaining in what capacity school closures are allowed
- Outlining changes to VBISD upcoming holiday gatherings and activities
- Providing VB Tech and Learning Center construction timelines
- Encouraging Great Job Award nominations
- Holding an open Question and Answer session

Project Lean: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

Over the past year, Project Lean has experienced staffing shortages and shifting expectations from the SNAP-Ed grant. Despite these challenges, our entire Project Lean team should be applauded for their efforts to keep nutrition education moving forward throughout the region. In particular, I would like to commend Daisy Manriquez and Matt Murphy-DuBay for their leadership in working with the State during these times. VBISD is currently examining the best structure to continue supporting Project Lean activities into the future.

School Closures: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)


Staff shortages and COVID related illnesses have resulted in many school closures across the state. Districts are able to utilize six “forgiven” days per year before having to place additional days onto the end of their calendar. As a result, VBISD is trying to be judicious in its use of “forgiven” days. As of Thanksgiving break, we have used the following days:

- 9/20 - CTC closure due to driver shortage
- 10/12 - Early Childhood (PP) due to power outage
- 10/25 - Early Childhood (Mattawan) due to staff shortage
- 11/17 - BGLC closure due to driver shortage & student funeral
- 11/18 - BEC closure due to driver shortage
- 11/23 - VB Tech closure due to student & staff shortage

C. Department Updates
1. Instructional Services

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Memorandum	
Date:	December 2021
To:	VBISD Board of Education
From:	Cheryl-Marie A. Manson <i>Director of Instructional Services</i>
Subject:	Instructional Services Monthly Update



	<p>State Level</p> <p><i>(Leadership, Level of Professional Awareness, Resourcefulness, Creativity and Innovativeness, Planner & Organizer)</i></p>
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Literacy: Corey Harbaugh, Director of Curriculum and Instruction at Paw Paw Public Schools, spoke at November’s MAISA ELA Leadership Team Meeting around the topic of *Dangerous Speech, Endangered Students: Implications for Teachers & Schools*. Corey's presentation looked at the "speech world" our students live in and how educators negotiate to teach, support, and guide students, including dangerous and divisive speech, the intersection of speech, language, and literacy, the challenge of dialogue and instruction in these divided times, and research/strategies that can help educators better reach and teach students.” As Chair of this group, Geanice Miller, VBISD’s Coaching Coordinator and Consultant, was able to advocate for Corey’s inclusion on the agenda as it aligns with equity work happening statewide.

MTSS & Continuous Improvement:

This month, the MICIP platform released the Monitor component for districts to begin using. The hope is that schools will meet regularly to monitor the progress of each goal. When monitoring the goal, schools will consider both the implementation as well as the impact. Implementation includes implementation with fidelity, scale and reach, and capacity. Impact includes the guiding questions: What progress are we making on the interim and end targets? What is the evidence?

Social Emotional Learning:

Heidi participated in MDE’s Social Emotional Learning Community of Practice along with nineteen other buildings throughout the state. As a Community of Practice they walked through the importance of Social Emotional Learning and school wide implementation. They will continue to work together over the next fourteen months with strategic implementation planning.

Mental Health:

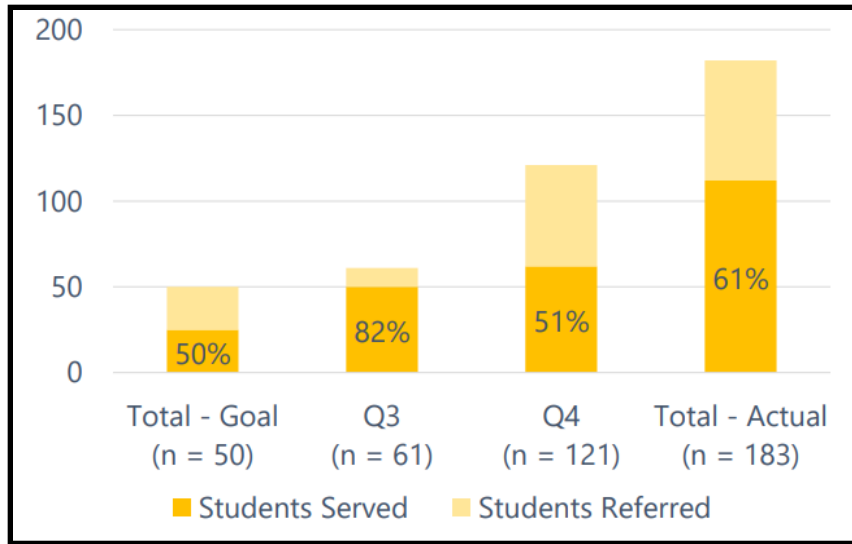
We recently had our State Project AWARE meeting, where they provided an overview of the Year 1 data. Project AWARE has three main tenets of the grant, which include Improving coordination to increase awareness of youth mental health, Providing mental health support training to youth-facing adults, and Increasing youth access to mental health services.

In the area of improving coordination to increase access to youth mental health, we have successfully been meeting with VBCMh on a monthly basis, and in frequent communication about how we can better improve and align our services. We expect to engage other community partners in this work soon.

The table below shows the amount of staff trained in each of these within the three Project Aware sites throughout the state. As a county, our goal was to have fifty staff trained in YMHFA, we successfully provided YMHFA training to 102 adults, 784 participants in TRAILS SEL training, and 86 trained in Question, Persuade and Refer (QPR) through VBCMh.

Training Program	WD2	TR1	Total
Total - Goal	10	5	15
Total – Actual	87	960	1047
Youth Mental Health First Aid	20	82	102
QPR	22	84	106
TRAILS	45	794	839

In the area of increasing youth access to mental health supports, the goal for year one was to



have fifty non-duplicated students receive mental health services. An overview of the Project AWARE data shows a total of 183 students received services through the Project Aware grant. We remain excited about this work and look forward to continuing providing services and expanding collaboration.

You can see the entire results in this [Year 1 Evaluation](#)

Summary.

31n Advisory Council:

As a 31n State Mental Health Committee, we met this past month to work through the [Advancing Comprehensive School Mental Health Systems Guidance](#). This guidance looks at best practices for embedding School Mental Health services within our schools. We will continue to work through this as we look at building collaborative mental health systems throughout the state.



County Level

(Leadership, Professional Standards & Ethics, Decision Maker, Planner & Organizer, Faculty and Staff Personnel, and Student Achievement)

Math: [VBCMLN Meeting on 10/27](#) covered state level news and professional learning opportunities, followed by a rich discussion on Essential Instructional Practices ([EIPs](#)) 1&2 using the following questions: What do we agree with? What might we argue with? What can we aspire to? Nine districts were [represented](#) at this meeting.



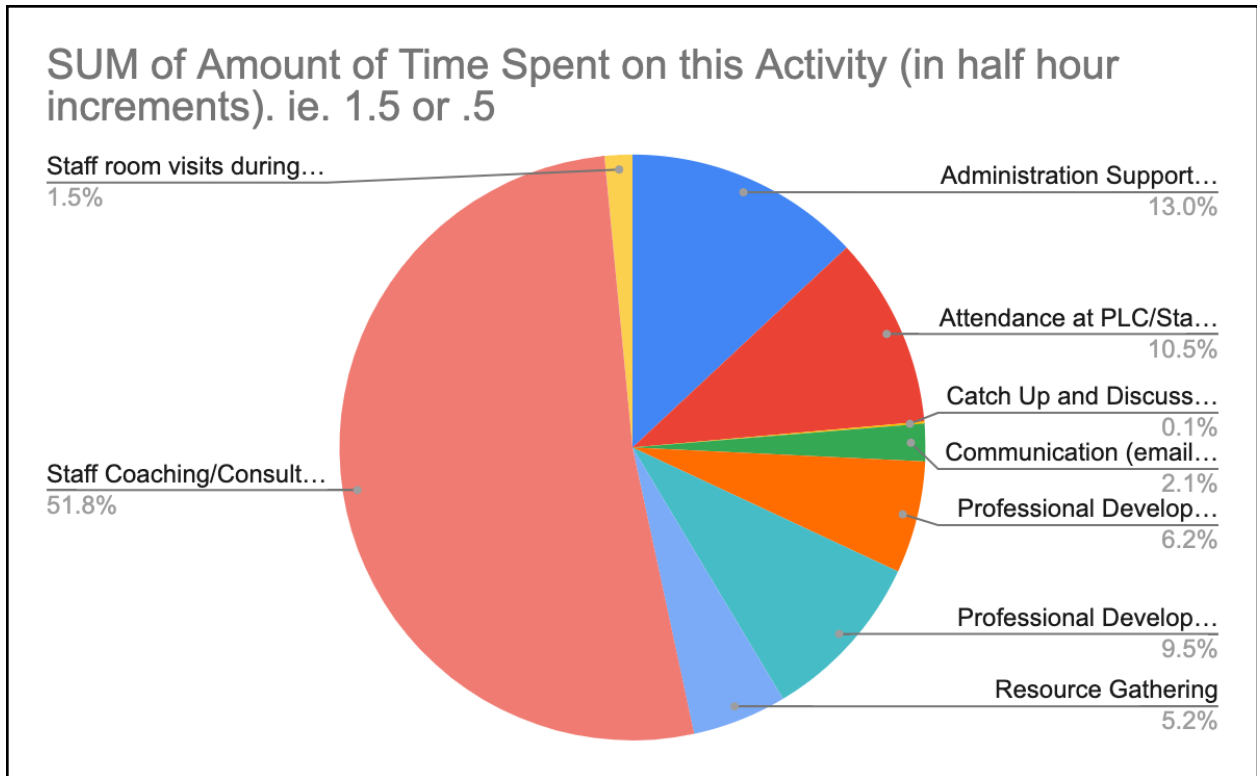
Literacy: Van Buren County’s Early Literacy Network met for the first time on October 21st. This network meets four times during the school year and includes a literacy leader from each elementary building in the county, as well as VBISD Employees who are in the areas of Early Childhood and Special Education, and those who work with English Learners. This network is a collaborative group with whom current statewide learning and work is shared, the goal being that what is covered at meetings will be taken back and utilized in local districts and buildings.

This past month focused on the Gradual Release of Responsibility Model of Instruction. This model is critical to both educators and students because the goal is to provide appropriate instruction, moving students towards independence. This is not necessarily linear. Instead, it's based on students moving back and forth between each of the components as they master skills, strategies, and standards.

Sharing Responsibility for the Task



As a continuation of the ongoing professional learning provided by Dr. Meghan Block in our [Elementary Writing Pathways Series](#), a series of roundtable discussions is being offered for participants. At the first roundtable, educators shared ["I Am" Poems](#) written by students. This idea for writing was introduced by Dr. Block at the first learning session in the [Elementary Writing Pathways Series](#) and serves as a way to support building a community of writers.



MTSS

Our progress with MTSS continues to move forward! Some of our celebrations include:

- Lots of conversations around focusing on essential standards and tightening rigor.
- Teachers breaking down standards to use on clipboards.
- Clipboards being used while focusing on rigor to assess students’ progress.
- Meetings starting to be centered around data that drives interventions.

Continuous Improvement

This month our districts are continuing to make progress towards their district goals. In addition, they are collecting and analyzing stakeholder perception data. We are encouraging schools to identify times that they will focus on monitoring their goal(s). This could be done either at the building or district level and should be done at least three times per year, or as often as monthly. We will continue to support this process by providing training on how to use the monitoring tools in the platform as well as to give monthly updates and reminders to our principals, curriculum directors, and superintendents.

Social Emotional Learning:

During the month of November, our SEL Champion series focused on the importance of creating Welcoming Routines and Rituals as an SEL supporting strategy. We had over forty-five people in attendance for the session.

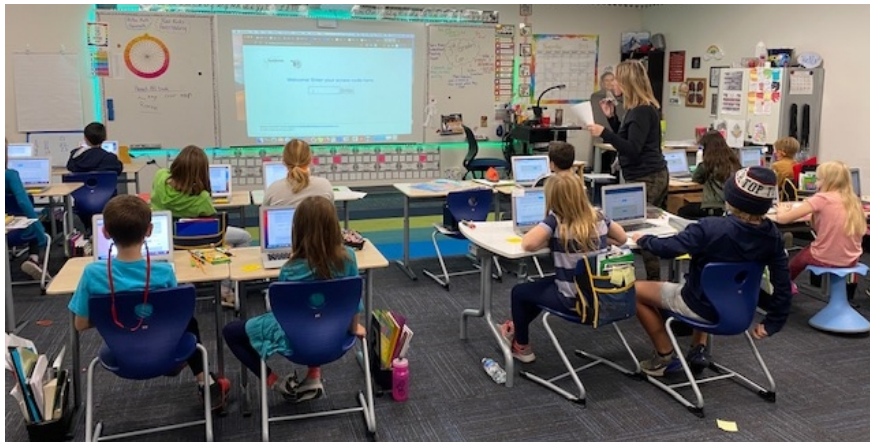
We also met with approximately thirty people as part of our SEL Leadership Series, where we walked through a Direct SEL Instruction Implementation Roadmap. From here we will be providing individual coaching to our buildings moving forward with TRAILS SEL.

Heidi hosted the Van Buren County Social Work Collaborative, which brings social workers together to learn together as we strive towards solidifying our Tiered System of Supports for Social Emotional Learning and Student Wellbeing.

Additionally, Heidi along with Becky Fatzinger from VBCMH, attended the countywide counselor's meeting to discuss Suicide Prevention efforts.

Panorama:

Half of our local districts chose to partner with Panorama to intentionally measure Social and Emotional Learning Skills of our students. Our partners worked diligently to administer Social Emotional Learning surveys to students in grades 3-12, and our K-2 teachers took the Teacher Perception survey for students in their classrooms. Below you will see students at Mattawan



Later Elementary logged in and taking the Panorama survey for the first time ever.

Panorama survey results were recently released to our participating districts. We will use this data to listen to what our students are telling us, fine tune priority areas and help us

measure the effectiveness of our Social Emotional Learning efforts.

Teacher Perception was used for students in grades K-2, and you will see those responses below.

Grades 3-12, were all administered self report surveys through Panorama in the areas of Supportive Relationships, Self-Management, Social Awareness, Self-Efficacy, and Emotion Regulation. Their overall responses are below. You will see how many students reported favorable responses in this area, as well as the percentile compared to National Measurements within Panorama. These responses are split between Grades 3-5, and 6-12.



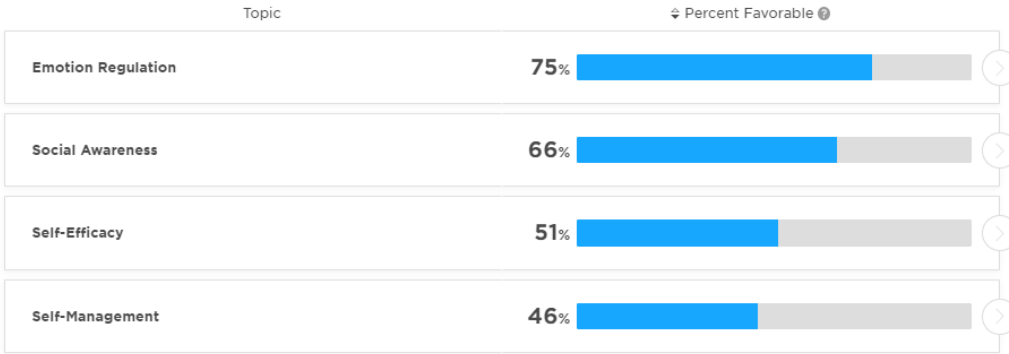
Teacher Perception of Student SEL (SY 21-22)

How did educators perceive their students' social-emotional learning skills?

Teacher Perception

1,947 responses | [show breakdown](#)

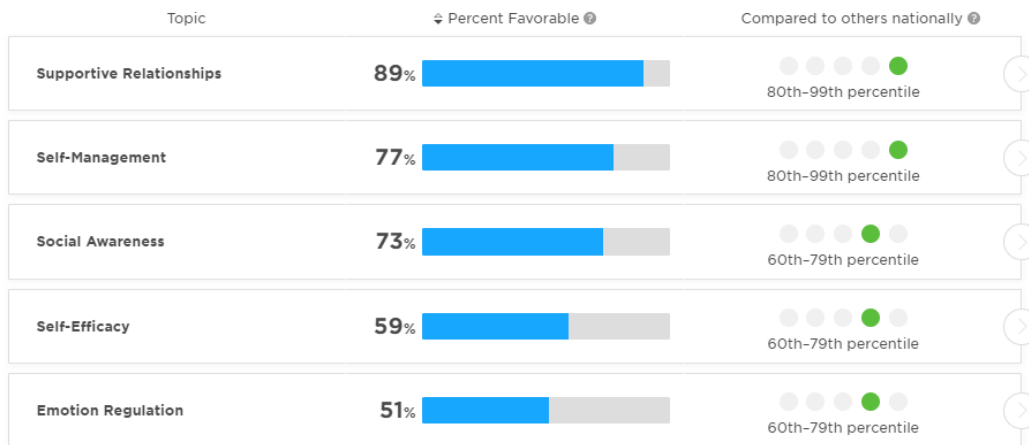
[Save as PDF](#)



Grades 3-5

1,757 responses | [show breakdown](#)

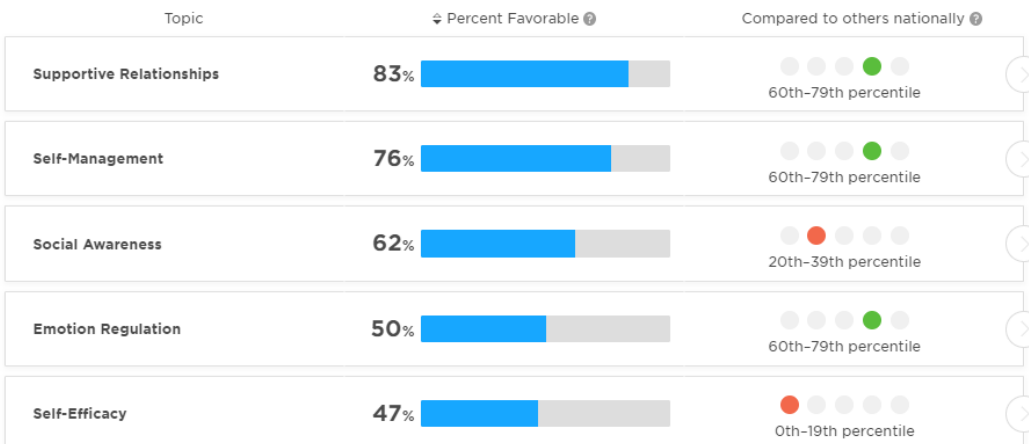
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Grades 6-12

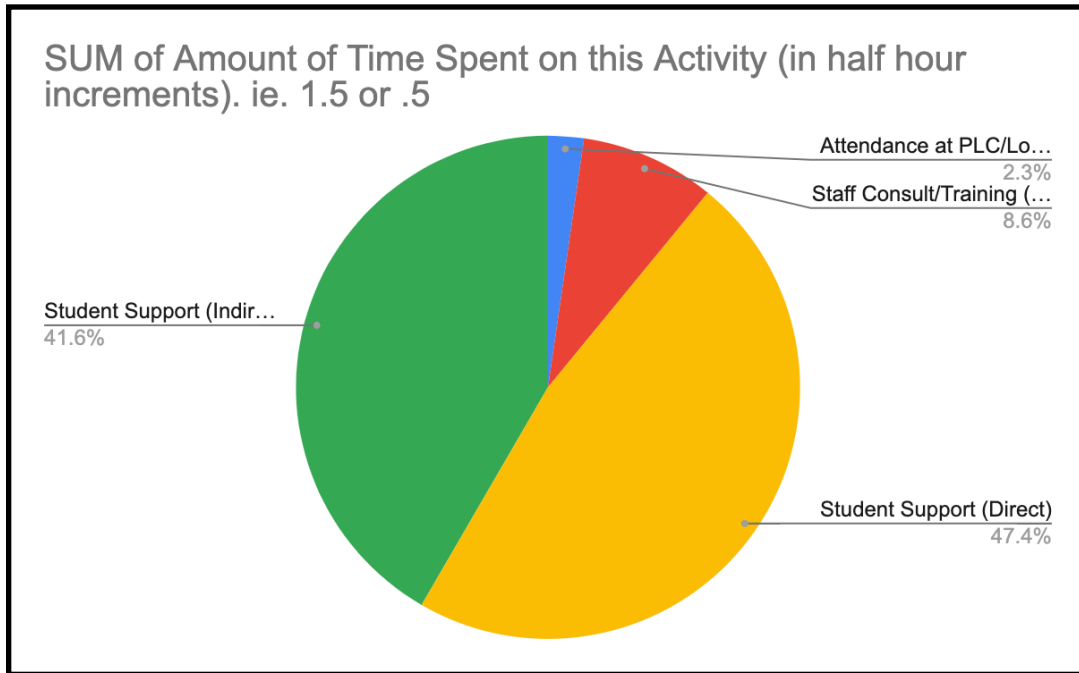
4,188 responses | [show breakdown](#)

[Save as PDF](#)



Mental Health:

Over the past month our Mental Health Clinicians were able to spend 48% of their time providing direct services to students, with 42% of time being spent to indirectly support students, and 10% of time spent in Staff Consultations and Trainings.





Building Level

(Leadership, Professional Standards & Ethics, Faculty and Staff Personnel, and Student Achievement)

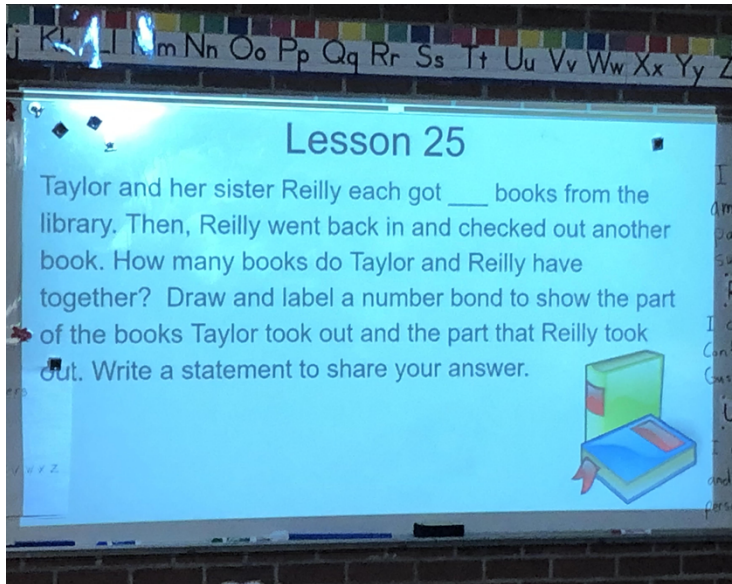
Literacy: Coaches are continuing to meet with teachers individually, in grade level teams, and also building-wide in order to support implementation of the [Essential Instructional Practices in Early Literacy: Grades K to 3](#), [Essential Instructional Practices in Literacy: Grades: Grades 4 to 5](#), [Essential Instructional Practices in Literacy: Prekindergarten](#), and [Essential Practices for Disciplinary Literacy Instruction in the Secondary Classroom: Grades 6 to 12](#). This work is happening before school, after school, during teacher planning times, during PLCs, during staff meetings and during school-wide and/or district-wide PD time. The importance of our work leads us to accommodate the schedules of our educators and administrators.

Math: Common themes for grade level and individual coaching cycles include building scope and sequence using essential standards charts and curriculum, unpacking standards on clipboards for formative assessment, building number sense, making math more hands-on ([the Concrete-Representational-Abstract \(CRA\) Method](#)), increasing student talk and active participation, and building mathematical identities.

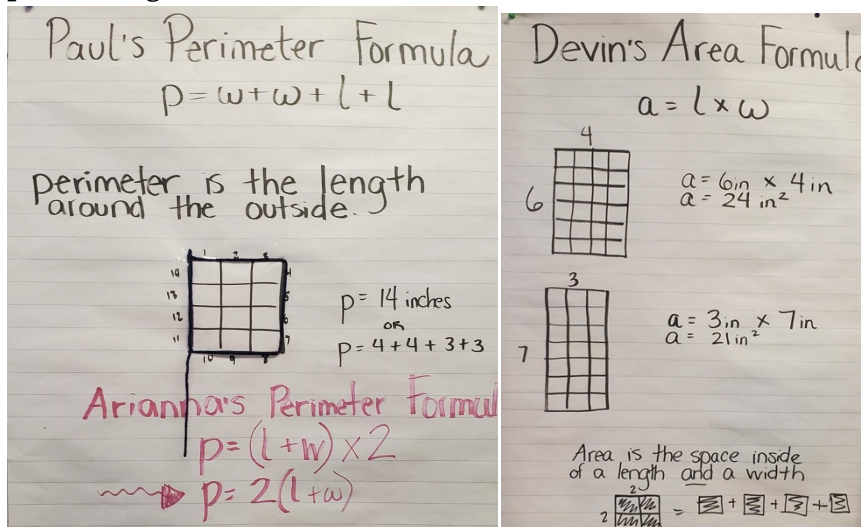
Modeling extra wait time for English learners and teaching expectations for 100% active participation. Here are some 4th graders with True/Yes and False/No cards.



Numberless word problems encourage students to pause and gain clarity on what the question is asking.



Students generalized the patterns they noticed while finding the areas and perimeters of rectangles. We documented their ideas for all to use, and refer to these ideas as theirs—positioning our students as contributors to the field of mathematics.



Social Emotional Learning (SEL):

Heidi conducted TRAILS coaching with fifteen teachers at Bangor Middle School on November 1st and to eighteen teachers at Bangor High School on Nov. 17. As part of the coaching, we walked through logging in to TRAILS Lessons and breaking down the curriculum. Heidi also modeled the teaching of Mindfulness techniques, along with the Cognitive Behavioral Theory.

Mental Health:

We recently had the pleasure of offering Youth Mental Health First Aid to about eighty educators working at Hartford Middle and High School. This was a great experience, and we appreciate the partnership as we continue working to increase awareness, reduce stigma and provide strategies through this work.

As more and more of our students are expressing high mental health needs, our clinicians are working hard to embed their services into their school buildings and service students through groups and individual support. In addition to these direct Mental Health Services, our clinicians continue to work hard to meet the needs of their buildings.

MEMO

DATE: DECEMBER 1, 2021
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

Technology Shared Services Update (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

I received a call from a superintendent at one of our local school Districts on November 4th regarding our Technology Shared Services. The reason for the call was to let me know that the District's Tech services provider would like to look at off-boarding the District to VBISD...since we have a great track record and the District is in our County. I am meeting with the superintendent in the next couple of weeks to discuss our services and what we could offer the District. The superintendent would like us to assume the technology services for their District with staffing and server/network support, much like the services we provide for some of our other in-county Districts. This partnership offers a cost effective option for the District and allows our VBISD Technology Services Department another opportunity to service one of our local districts.

My staff and I are confident that we can on-board them with very little disruption, but we want to ensure that everything migrates smoothly before rushing into anything. Their current Tech service contract ends on June 30, 2022, but they would like us to get some staffing in place before this time. For this partnership, I will be asking the Board to approve the posting of a District Technology Coordinator position and an IT Support Specialist position, based out of the new District, once I iron out the details from the Superintendent. With this District joining our services, we will now be partnered with 10 of our 12 Van Buren Districts. I greatly appreciate your continued support of the Technology Services department and the services we offer our local districts.

County Tech Coordinator Meeting Update (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

We held our third County Tech Coordinator meeting of the 2021-22 school year on November 17th, with most Districts in attendance. We had all but two Districts represented, which meeting notes were taken and shared to keep everyone updated.

We covered many topics, including a presentation from a representative from Tierney-Trox, a project and educational technology support services provider. Tierney-Trox also sells many of the devices/products that we see in classrooms, so he gave us a quick demo on a few of the popular solutions being installed today. We also discussed E-Rate eligible devices and had updates from Lisa Thorne on PowerSchool, Kim DeBoom on the MiDataHub and MiCIP process, and Lukas Enciso on PowerSchool Special Programs and device purchasing.

This is a very cordial group willing to share ideas and ask for assistance/recommendations. I appreciate the collaboration we have between all the Districts within the county. Most Districts utilize the same or very similar solutions, which helps with our talks and discussions. I'm appreciative of these folks and our conversations.



MEMO

DATE: DECEMBER 1, 2021
TO: BOARD UPDATES
FROM: TONDA BOOTHBY
RE: ESSA/ESL/TITLE III/MIGRANT EDUCATION UPDATE

SWMMRC Christmas Basket Project

(Leadership, Plan/Organize, Supervise, Fiscal Management)

The Southwest Michigan Migrant Resource Council (SWMMRC) is completing plans for the Christmas Basket Event. Items such as laundry detergent, face masks, cleaning products are on order from area general stores such as Dollar Tree and Walmart. Most will be delivered at the Community Action Agency (CAA) in Benton Harbor. Food boxes are being packed this week at the CAA which will deliver the boxes and other items stored at CAA to the Van Buren Conference Center on December 10. The Marine Corps will also deliver Toys for Tots on the same day. Volunteers will assemble “toy bags” for each family that day. Health care providers will be here to provide vaccines. Following VBISD guidelines, people who are inside the Conference Center will be required to wear masks. The elves are working on a special face mask for Santa to use when he greets families. The group is very grateful to the VBISD for use of the facilities here and for allowing us to store some items in Shipping and Receiving until the event. Gil Guzman lined up a skids of Barbie dolls and Disney books.

We are still looking for volunteers to help on December 11 when the baskets will be distributed from 10 to 1 to migrant and seasonal farmworker families from Berrien, Cass, Calhoun, Kalamazoo and Van Buren Counties.

Migrant Program Request

(Leadership, Plan/Organize, Supervise, Fiscal Management)

Since the Migrant Program started at VBISD, we had a full-time recruiter and community advocate position. Guillermo Dominguez held this position for approximately thirty years. When he retired, we shifted to having part-time recruiters who either worked for the VBISD or were contracted by the VBISD from Edustaff. During the past year in particular, the Michigan Migrant Program has encouraged local programs to provide additional limited academic services to migrant families beyond recruitment, school registration, and parent meetings. In addition, local programs are required to provide services to preschoolers and out-of-school youth.

To meet these additional provisions, we need to have staff who are bilingual in Spanish, know about our schools and can meet with parents when they are available. However, our migrant teachers are already working full time so we want to involve trained recruiters to serve in this role. Their connections with migrant families have proven to be quite valuable. Currently, most of our recruiters have been Edustaff employees until classes resume at Western Michigan University. While they are students at college, they have little available time for recruiting, much less for providing limited services to preschoolers or out-of-school youth during afternoons or evenings.

Therefore, I am requesting to add the position of Migrant Program Recruiter and Home/Family Liaison for the Migrant Education Program. This will not replace the position of recruitment coordinator nor eliminate the need for part-time recruiters through Edustaff during the school year or the summer. However, this position will allow our program to have staff to provide more direct services to migrant children and their families and help more families access appropriate educational and community services to meet their special needs. This position would be mainly funded by the School Year Migrant Program and the Identification and Recruitment Grant for Region 2.

MEMO

DATE: DECEMBER 1, 2021
TO: BOARD OF EDUCATION
FROM: LISE BLACK, EARLY CARE & EDUCATION
SUBJ: EARLY CARE AND EDUCATION UPDATE

GSRP (Great Start Readiness Program - preschool for at-risk children) (1, 4, 17)

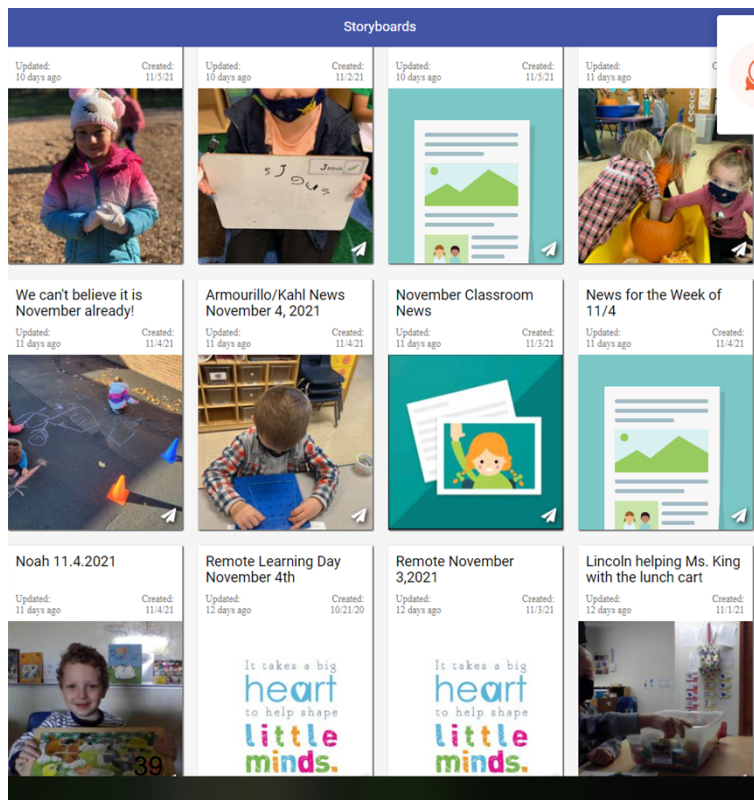
GSRP, like all school programs, is struggling with finding substitute staff. Because our classrooms are licensed child care, we have additional regulations for the sub role. These staff must complete an extra additional background check (CCBC) by a third party, have a recent TB test if they are in a classroom regularly, and complete a day's worth of online health and safety modules from licensing. We have been lucky to currently have four individuals meeting those qualifications. Two are former GSRP staff that enjoy the work but don't want full time roles and two are retired VBISD employees. As we continue to try and fill open positions, these individuals have been such a blessing to our programs.

One fun tool we are using more to connect with families, comes from our COR child assessment documentation system. The tool is termed "storyboards" and teachers can create simple newsletters, share pictures with captions and send out classroom reminders. Below is a snapshot of some of the storyboards in one of the classrooms files.

Below is a snapshot of the types of messages families share and some quotes from the family feedback messages we have received.

"She told me she can open her own milk now! She was so excited!!"

"Awesome! He loves his slides 🍷"



"Aww I'm so glad he's eating and having fun 😊 thank you ❤️"

Great Start Collaborative (GSC) & Family Links Home Visiting (5, 9, 10)

One of our current systems change efforts is the establishment of a system designed to help connect families to early childhood services. This kind of work gets defined by various names such as “no wrong door”, “care coordination”, or “one-stop shop”, but the concept is to have a single “location” for families to start with and that all community partners know to refer families to this system.

Sherry Bennett, GSC Coordinator and Jayne Bartz, Home Visiting Supervisor are the leads on this project. They have been researching models through conversations with state peers and leadership. They have spent time reviewing websites for these types of services, and had meetings with our local partners. We recently received notification of a MDE grant opportunity for this type of work. We will be applying for the *MI Coordinated Eligibility & Enrollment Community of Practice Grant*. There are only eight awards, but even if we don't receive one, we will have access to a professionally developed tool kit to use as we build out our Van Buren process.

MEMO

DATE: DECEMBER 1, 2021
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

PRESCHOOL HALLOWEEN (1, 5, 7, 10, 11, 16, 18, 19)

On October 31st, students from the **Play & Learn Preschool** program were once again able to enjoy a trick-or-treat around the building. With last year's event being canceled due to COVID-19 protocols, staff and students were excited to participate in this annual fun-filled event. In light of the continued concerns related to COVID-19, pre-school students did not enter into specific classrooms; rather, staff greeted them with treats as they passed through the main hallways and office areas. A good time was had by all.



TEACHER SPOTLIGHT (1, 5, 7, 10, 11, 16, 18, 19)

Bill Nelson, Career Readiness Instructor, was recently featured in a November edition of The Budget Challenge Blog for sharing how the Budget Challenge added value to his students' lives. The spotlight highlighted how Mr. Nelson uses the program to not only help students see the relevance of math in the real world, but to also provide them with a practical skill that they can use for the next phase of their lives and beyond.



When asked what has been the biggest reward for him as a teacher using Budget Challenge, his response was

“The biggest reward is seeing students succeed in the world of adulting. I love success stories such as my mother brought me to the bank to open a bank account or parents sharing with their young adults on how to pay bills, do taxes, etc. by the conversations that were started when they leave my class and go home”

Congratulations Mr. Nelson! Keep up the good work.

<https://www.budgetchallenge.com/blog/teacher-spotlight-bill-nelson.aspx>

<https://www.facebook.com/BudgetChallengeRoadTest/posts/4911234825553216>

VB TECH STAFF CHILI COOKOFF (1, 5, 7, 10, 11, 16, 18, 19)



On Wednesday, November 17th, staff at Van Buren Tech participated in the 2021 Staff Chili Cookoff sponsored by the VB Tech **Culture & Climate Committee**. Overall, the event was a huge success, with over 40 staff members coming out to sample the wide variety of red and white chilis, along with various side dishes and desserts. Of course, with every chili cookoff there must be a winner.... This year's winner was **Robin Taylor** for her spectacular version of White Chicken Chili. For her accomplishments, Ms. Taylor was awarded a certificate and the inaugural chili cookoff traveling trophy. A special thanks to the committee for their work putting the event together and to Diana Stump, Liz Knaak, and [Norma Reyna](#) for decorating and setting up the event. Great job everyone!

CONSTRUCTION TRADES BREAKS GROUND ON NEXT HOME (1, 5,

7, 10, 11, 16, 18, 19)

As students in the Off-Site Construction Trades Program begin to put their finishing touches on the Corwin Meadows home, Instructor Chris Garzella, and his team of students, have already set their sights on the next project. On Thursday, November 18th, the program teamed up with **Advance Excavating** and **Advance Poured Walls** to begin the foundation work on the next home in the Corwin Meadows Subdivision. Overall, it was an outstanding experience for the students, as they were able to get a first hand look at the excavation and foundation building process from start to finish. At this point, the goal is to hopefully finish the current home by the end of January and begin working on the new home immediately afterwards.



AGRICULTURE BROILER COMPETITION (1, 5, 7, 10, 11, 16, 18, 19)

VB Tech Agriculture & Natural Resources students recently competed in the annual Michigan FFA Broiler Contest. Throughout the past five weeks, students worked in teams to raise meat chickens over a five-week period. Before the chickens arrived, students worked to clean the barn, assemble the pens, and sanitize the equipment. Students were responsible for weighing and recording feed consumed, recording bird weights, supplying the birds with access to fresh water, and maintaining a clean living environment for the birds according to industry standards. Students created graphs that illustrated how bird weights and feed conversion ratios aligned to industry standards. Finally, students completed two pen diagrams, a feed tag, and photographs of their projects. At the end of the five weeks, students weighed and evaluated all of the birds in their pen for meat quality. Based on those evaluations, the best five birds were selected for the contest. The birds and final

reports were taken to Munsell's Poultry Processing to be scored and processed. What a great accomplishment for our students and staff. Congratulations for all of your hard work!



CYBERPATRIOT COMPETITION - ROUND 2



On Saturday, November 13th, three teams from Van Buren Tech participated in the Air Force Associations Cyber Patriot XIV National Youth Cyber Defense Competition Round 2. Students from the Cyber Security & Computer Network Technology program at VBT spent over six hours Saturday competing against 3,392 teams with over 15,000 students from the United States and U.S. military bases around the world. The competition gets tougher every round, but our students were up for the task!! Team members and their total combined two round scores are listed below:

Team Number 14-1063, Round 1 and 2 Totals: 402.90

Team Number 14-1064, Round 1 and 2 Totals: 299.43

Team Number 14-1065, Round 1 and 2 Totals: 342.83

There will be one last competition on December 11th, with qualifiers competing in the semi-finals in January leading to the National Finals in Bethesda Maryland in March. We thank VBISD for all their support. For more information visit: USCyberPatriot.org and www.vbisd.org/CyberSecurity

SEVEN COURSES OF GOLD CULINARY EVENT



On Sunday, November 14th, Chef Aaron Chew and 2 members of the Culinary Arts & Catering Management program at Van Buren Tech participated in the annual Seven Courses of Gold Culinary event at 600 Kitchen & Bar in Kalamazoo, Michigan. Under the guidance and instruction of Chef Chew, the students created a *Broiled Sockeye Salmon feature dish with tangerine fennel slaw, fennel oil whipped ricotta with roasted amber cup squash, roasted red pepper and garlic puree, and a petit lavender prosciutto cinnamon roll.* The event was a wonderful experience for students to participate in a fine dining experience, but to also network with fellow students and potential employers.

CALENDAR EVENTS

December 1	School Board Meeting
December 6 - 11	10th Grade Visits
December 7	Staff Meeting
December 10	VBISD Superintendent's Meeting
December 16	Regional Principal's Meeting
December 20 - January 31	Winter Break

MEMO

DATE: DECEMBER 1, 2021

TO: BOARD OF EDUCATION

FROM: HEATHER VISCO, HUMAN RESOURCES ADMINISTRATOR

RE: HUMAN RESOURCES UPDATE

Human Resources Update (1,2,3,4,5,8,9,10,13,15,18)

COVID-19 update

The Emergency Temporary Standard (ETS) from OSHA regarding required vaccinations was suspended on November 12, 2021. The 5th Circuit court ordered that OSHA take “no steps to implement or enforce” the emergency standard. The 6th circuit court of appeals was recently drawn in the lottery to hear matters regarding the ETS. There will be more to come and we will be watching this closely.

General update

The human resources department has begun the transition of the Medicaid Billing system over to our department. After working with the Special Education Department, it made more sense for Human Resources to add and remove employees from the staff pool list in the Michigan AOP system for billing.

In addition, HR has been working through compliance on sub permits for our internal staff members who may cover for teacher absences. So far, we have pulled permits for 24 employees. This helps us with filling internal vacancies.

Lastly, we are continuing with HR facetime, which continues to be a hit with employees especially going into open enrollment.

MEMO

DATE: DECEMBER 1, 2021
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE



We can do this.
VBISD Special Education Department

Supervisor Restructuring *Leadership, Level of Professional Awareness, Resourcefulness, Decision Maker, Faculty & Staff Personnel, Community Relations*

Due to restructuring administrative roles for both General and Special Education, Mattawan Consolidated School has offered the local role of Special Education Director to Amy Wotring who has, since 2019, been the Regional Supervisor. This change creates an opening at the VBISD that may be split between Mattawan and Covert. Below is a description of how this combination, albeit on different ends of the county, is necessary and appropriate.

Mattawan Needs. The Regional Supervisor Allocation Chart indicates that given Mattawan's size and composition, eight days of special education supervisor services are needed. Amy's position fulfills five of those days, therefore, three additional days are needed for Mattawan.

Covert Needs. Since 2019, the special education supervisor assigned to Covert, Amanda Chiotti, has been shared with the Behavioral Education Center. This arrangement is no longer viable given the needs at the BEC, therefore, two days are needed for Covert.

Given this situation, a full-time supervisor of special education position will be posted and changes to current supervisory roles will happen after the position is filled.

Thankful for Our Veteran Employees *Leadership, Personality, Demeanor, Faculty & Staff Personnel*



In honor of Thanksgiving, I asked the Special Education Department to join me in thanking our staff who have been doing this important work the longest. Emails spotlighting our staff with 30 years or more in the field will be sent out across the month of December. These emails will show a picture of the staff member, the year they started their educational career, why they committed to VBISD and their advice for their colleagues.

Ableism 101 *Leadership, Level of Professional Awareness, Professional Standards & Ethics, Faculty & Staff Personnel, Community Relations*

On Friday, October, 22, 2021, the Special Education Department welcomed presenters Max Hornick, Leatrice Fullerton and Tyler Urias from Disability Network to provide “Ableism 101” to all Special Education staff. This professional learning opportunity is in alignment with our department goal to increase awareness of implicit and explicit bias. It challenged our assumptions, stretched our definitions, and pushed our limits with regard to how we think about people with disabilities.

About a week after the presentation, staff were asked to share their thoughts and below are a few direct quotes:

- “I really liked the whole presentation. The information was fabulous and led to great discussions in my household. There were many points made that I've thought about but had never heard anyone else's voice. I liked the historical info., the info. about language use, the info. about the 5 different areas, the info. about ableism during COVID times. I liked it all!”
- "Not special education, accessible education. Not special transportation, Accessible transportation. Not special employment, accessible and accommodating employment. Not special needs, human needs. I recently saw this on a poster and I think it says it all. I feel like the ableism presentation opened my eyes to allow me to SEE this poster and not skim past it.....”
- “I really like how the presenters modeled how to do a virtual presentation so that it's inclusive for all - stating your name each time, describing images on slides, reading the info. in the chat, etc. Leatrice used humor in an effective way.”

Just for Fun Student Achievement

On Friday, November 12, Patty Matheny and Brenda Jarka, P.E. Specialists at the Learning Center, took Emily R. and Kaley S. to the Special Olympics State Bowling Tournament. In singles, Emily earned a silver medal and Kaley earned a ribbon. For doubles, Kaley and Brenda picked up the bronze medal and Emily and Patty earned a gold medal.



MEMO

DATE: DECEMBER 1, 2021
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS
RE: FINANCE & OPERATIONS UPDATE

PowerSchool Implementation (1, 2, 4, 5, 19)

The implementation to PowerSchool eFinance is still ongoing. The focus at this time is still the the parallel payroll runs along with the setup of user roles, security and updating the eFinance for everyday changes we create in the MiSuite software. We are also preparing to test transactions for purchase order, cash receipt and account payable entry.

Future Improvements (1, 5, 9, 10, 16, 19)

Besides the Bert Goens' Learning Center addition and the VB Tech bistro and school store renovation, we have started to look at other improvements needed in our buildings. The VB Tech is in need of a new chiller and roof replacements. The cosmetology program spaces need renovation. The Conference Center needs a new roof along with some cosmetic upgrades. The Special Services building went through many enhancements during the summer of 2021, but the back addition still needs some cosmetic upgrades. The Behavioral Education Center may need to have its boiler replaced. We hope to have many of these projects started in late spring or early summer.

III. ACTION ITEMS

A. Approval to Amend Previously Approved Resolution to Purchase three
(3) 10 Passenger Vehicles (**ROLL CALL VOTE**)

54

MEMO

DATE: DECEMBER 1, 2021

TO: BOARD OF EDUCATION

FROM: BARB MATTHEWS, DIRECTOR OF FINANCE

**RE: APPROVAL TO AMEND PREVIOUSLY APPROVED RESOLUTION
TO PURCHASE THREE (3) TEN PASSENGER VEHICLES**

BACKGROUND:

Last month we presented the results of the competitive bid for the purchase of three model year 2022 10-passenger vehicles. There were as follows:

Three (3) model year 2022 Ford Transit 150 XL AWD Vans:

Tapper Ford	\$112,242
Seelye Ford	\$116,853

Alternate bid for three (3) model year 2020 Chevrolet /Collins 9 Passenger Vehicles:

Midwest Transit Equipment \$179,352

The Board approved the purchase of vans from Tapper Ford. After placing the order with Tapper Ford we were informed that they would not be able to place the order with government pricing. As Seelye Ford is able to fulfill the order at the price quoted, we are recommending that the Board rescind the previous resolution and instead grant the award to Seelye Ford.

RESOLVED that the Board of Education moves to cancel the purchase of three (3) 10 passenger vehicles from Tapper Ford and amend the resolution to reflect purchasing from Seelye Ford three (3) model year 2022 Ford Transit 150 XL AWD at a cost of \$116,853.

B. Approval of Support Personnel Wage Increase (**ROLL CALL VOTE**)

56

MEMO

Date: December 1, 2021

To: VBISD Board of Education

From: Dave Manson, Superintendent

Subject: Approval of Support Personnel Wage Increase

The members of the Van Buren Intermediate Educational Support Personnel Association (VBIESPA) are an integral component of the Van Buren Intermediate School District (VBISD) workforce. Without these essential individuals, VBISD would be unable to deliver a high quality education to our students. Unfortunately, VBISD is currently experiencing a shortage of support personnel (e.g., program assistants, custodians, transportation) and would like the board to consider the following support personnel wage increase not only to attract new individuals, but to retain and reward current support personnel.

RESOLVED, the VBISD Board of Education approves the attached wage scale increases effective starting January 3 , 2022.

Program Assistant			
Step	Contract rate	Proposed rate	Increase in \$
1	12.96	14.25	1.29
2	13.22	14.50	1.28
3	13.48	14.75	1.27
4	13.74	15.00	1.26
5	14.00	15.25	1.25
6	14.36	15.50	1.14
7	14.73	15.75	1.02
8	15.08	16.00	0.92
9	15.45	16.50	1.05
10	15.81	16.75	0.94
11	16.18	17.00	0.82
12	16.54	17.25	0.71
13	16.90	17.50	0.60
14	17.32	17.75	0.43
15	17.73	18.15	0.42
Old 14	21.94	22.04	0.10
Bus Driver			
1	13.75	15.50	1.75
2	14.43	15.80	1.37
3	15.13	16.10	0.97
4	15.81	16.50	0.69
5	16.51	17.25	0.74
6	16.60	17.50	0.90
7	16.67	17.75	1.08
8	16.74	17.90	1.16
9	16.82	18.10	1.28
10	16.90	18.25	1.35
11	16.99	18.50	1.51
12	17.07	18.60	1.53
13	17.55	18.75	1.20
Bus Attendant			
1	12.71	14.00	1.29
2	13.39	14.30	0.91
3	14.10	14.60	0.50
4	14.78	15.00	0.22
5	15.47	15.75	0.28
6	15.56	16.00	0.44

7	15.64	16.25	0.61
8	15.71	16.40	0.69
9	15.79	16.60	0.81
10	15.86	16.75	0.89
11	15.95	17.00	1.05
12	16.03	17.10	1.07
13	16.52	17.25	0.73
Non CDL			
1	12.26	13.00	0.74
2	12.47	13.30	0.83
3	13.13	13.60	0.47
4	13.79	14.00	0.21
5	14.45	14.75	0.30
6	14.51	15.00	0.49
7	14.57	15.25	0.68
8	14.65	15.40	0.75
9	14.72	15.60	0.88
10	14.78	15.75	0.97
11	14.85	16.00	1.15
12	14.91	16.10	1.19
13	15.35	16.25	0.90
Custodian			
1	12.69	14.00	1.31
2	12.82	14.20	1.38
3	12.96	14.40	1.44
4	13.10	14.60	1.50
5	13.25	14.80	1.55
6	13.38	15.00	1.62
7	13.52	15.20	1.68
8	13.66	15.40	1.74
9	13.79	15.60	1.81
10	13.94	15.80	1.86
11	14.07	16.00	1.93
12	14.23	16.20	1.97
13	14.73	16.40	1.67
Old	16.5	16.75	0.25
School Facility			

1	14.50	15.75	1.25
2	14.64	16.00	1.36
3	14.78	16.15	1.37
4	14.91	16.30	1.39
5	15.06	16.45	1.39
6	15.20	16.60	1.40
7	15.33	16.75	1.42
8	15.48	16.90	1.42
9	15.61	17.05	1.44
10	15.75	17.20	1.45
11	15.88	17.35	1.47
12	16.05	17.50	1.45
13	16.54	17.65	1.11
Specialized	Flat .10 cent increase		
Family Ed	Flat .10 cent increase		
Nutrition Ed	Flat .10 cent increase		

C. Approval of School Board Meeting Date Change for March 2022
(ROLL CALL VOTE)

61

MEMO

Date: December 1, 2021

To: VBISD Board of Education

From: Dave Manson, Superintendent

Subject: Approval of School Board Meeting Date Change

Given the schedules of several school board members and the inability to participate in school board meetings virtually, a change in the school board meeting schedule is recommended.

RESOLVED, the VBISD Board of Education approves a change in the school board meeting schedule by moving the March 2, 2022 meeting date to March 9, 2022.

D. Approval of Increase in Substitutes Pay Rates (**ROLL CALL VOTE**)

63

MEMO

Date: December 1, 2021

To: VBISD Board of Education

From: Dave Manson, Superintendent

Subject: Approval of Increase to Substitute Rates

Periodically, rates for substitute teachers, program assistants and transportation staff need to be adjusted to stay competitive with surrounding districts. Given staff shortages, the following adjustments in sub rates are being recommended.

RESOLVED, the VBISD Board of Education approves a change in the following substitute rates effective January 3, 2022.

Teachers - \$110 per day; \$55 per ½ day

Program Assistants - \$82 per day; \$41 per ½ day

GSRP Program Assistants (8 hour day) - \$90 per day; \$45 per ½ day

Transportation - Step 1 of Bus Attendant or Driver pay scale

Custodians - \$13 per hour

Clerical/Secretarial - \$13 per hour

Retired or Experienced Teachers - up to Step 1 of the BA pay scale (at the discretion of administration)

Retired or Experienced Program Assistants - up to Step 1 of the Program Assistant pay scale (at the discretion of administration)

Long Term Support Substitutes - (defined as 20 or more consecutive school days) - up to Step 1 of the appropriate pay scale.

Long Term Professional Staff Substitutes - (defined as 20 or more consecutive school days) no recommended changes.

E. Approval of COVID-19 Vaccination, Testing, and Face-Covering Policy
8450.06 - First Reading (**ROLL CALL VOTE**)

65

MEMO

DATE: DECEMBER 1, 2021
TO; BOARD OF EDUCATION
FROM: DAVID D. MANSON
**RE: APPROVAL OF COVID-19 VACCINATION, TESTING, AND FACE-
COVERING POLICY 8450.06 - FIRST READING**

To protect the health and safety of the District's students and employees, the Board of Education enacts this policy to comply with any rules that the Michigan Occupational Safety and Health Administration's ("MIOSHA") may enact related to the Emergency Temporary Standard ("ETS") released by the U.S. Department of Labor on November 4, 2021.

RESOLVED, that the Van Intermediate School District Board of Education approve the first reading of Policy 8450.06.

Book Policy Manual
 Section Board Approval - December 2021
 Title New COVID-19 VACCINATION, TESTING, AND FACE-COVERING POLICY
 Code po8450.06
 Status First reading
 Last Reviewed December 1, 2021

8450.06 - COVID-19 VACCINATION, TESTING, AND FACE-COVERING POLICY

To protect the health and safety of the District's students and employees, the Board of Education enacts this policy to comply with any rules that the Michigan Occupational Safety and Health Administration's ("MIOSHA") may enact related to the Emergency Temporary Standard ("ETS") released by the U.S. Department of Labor on November 4, 2021.

~~[] The Board acknowledges that vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and the nation as a whole and encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. [END OPTION]~~

The Superintendent is authorized to issue necessary administrative guidelines

[OPTION ONE]

~~(-) as approved by the Board~~

OR

[OPTION TWO]

~~(-) with input from the Board~~

~~[END OF OPTIONS] [NOTE: A Board need not select either option]~~

to implement any MIOSHA rules, as promulgated and enforced, related to the ETS, including compelling vaccination of employees or the provision of proof of testing for COVID-19 and wearing a face-covering as prescribed. District employees must comply with all such administrative guidelines.

~~[] The Superintendent shall keep the Board informed of any actions taken under this policy as soon as is practicable in light of the circumstances. [END OF OPTION]~~

This policy will cease to be in effect upon the expiration of the ETS, as long as this expiration date is consistent with other Federal and State law and any applicable Executive Order(s)/Rule(s) as determined by the Superintendent and approved by the Board.

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Legal Michigan Occupational Safety and Health Administration (MIOSHA)
 Emergency Rule - CORONAVIRUS DISEASE 2019 (COVID - 19)

MEMO

DATE: DECEMBER 1, 2021
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON SUPERINTENDENT
RE: APPROVAL OF POLICIES – FIRST READING

RESOLVED, that the Board of Education approve the following policies as presented for first reading:

Policy 0100	<i>Bylaw Definitions – Revised</i>
Policy 167.3	<i>Bylaw – Public Participation at Board Meeting – Revised</i>
Policy 3120	<i>Employment of Professional Staff – Revised</i>
Policy 4120	<i>Employment of Support Staff – Revised</i>
Policy 5722	<i>School-Sponsored Publications and Productions - NEW</i>
Policy 6114	<i>Cost Principles- Spending Federal Funds – NEW</i>
Policy 6152	<i>Student Fees, Fines, and Supplies - Revised</i>
Policy 7450	<i>Property Inventory – Revised</i>
Policy 8310	<i>Public Records– Revised</i>
Policy 8320	<i>Personnel Files - Revised</i>
Policy 8330	<i>Student Records - Revised</i>

Book	Policy Manual
Section	Board Approval - December 2021
Title	Vol. 36, No. 1 - September 2021 Revised DEFINITIONS
Code	po0100
Status	First reading
Adopted	April 10, 2019
Last Revised	April 1, 2019
Last Reviewed	December 1, 2021

0100 - **DEFINITIONS**

Whenever the following items are used in these

~~(-) bylaws and policies (-)~~ bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Family Member

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, (↔) telephone paging devices (e.g., beepers or pagers), (↔) and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0171.1)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0171.3)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives, the Superintendent must hold an appropriate school administrator certificate or permit. _Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0171.4)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0171.2)

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty or for any other purpose permitted by law, Board members must be physically present to have their vote officially recorded in the Board minutes. ~~(-) [OPTIONAL LANGUAGE] unless the Board member has notified the Board President prior to the meeting that s/he must participate remotely and the Board President approves remote participation by the Board member.~~

Book	Policy Manual
Section	Board Approval - December 2021
Title	Vol. 36, No. 1 - September 2021 Revised EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	First reading
Adopted	February 23, 1996
Last Revised	July 1, 2015
Last Reviewed	December 1, 2021

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. ~~Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the~~ Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, ~~and that the individual meets the established criteria to be highly qualified in his/her assignment.~~

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. **Administrotors**
- B. **Those person specified in the agreement with V.B.I.E.A.**
- C. **Others except those specified in Policy 4120 ()** _____
- D. () _____
- E. () _____
- F. () _____
- G. () _____
- H. () _____
- I. () _____

All professional staff are subject to a criminal history record check. See Policy 3121.

~~()~~ Such approval shall be given only to those candidates for employment recommended by the Superintendent.

~~()~~ Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

~~()~~ When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

~~()~~ All applications for employment shall be referred to Human Resources. ~~the _____.~~

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

~~[-]~~ Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

~~[-]~~ The Board will not employ (but may reemploy) the

~~(-) children, siblings, spouse, parents, in laws, or bona fide dependents (IRS criteria) of a Board member.~~

~~(-) children, siblings, spouse, parents, in laws, or bona fide dependents (IRS criteria) of a regular full-time professional staff member.~~

~~[-]~~ Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

~~[-]~~ Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

~~[-]~~ The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

~~[-]~~ No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except as otherwise permitted by law.~~under the following circumstances:~~

- ~~A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.~~
- ~~B. The Superintendent may also employ a teacher without a valid teaching certificate as a substitute teacher, on a day-to-day basis, if the person has at least sixty (60) semester hours of college credit or an associate degree from a college, university or community college and, for substitute teaching in grades 9 to 12, or for a full school year if the person has met all other conditions established by law and by the Superintendent.~~
- ~~C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.~~
- ~~D. The Superintendent may employ noncertificated teachers to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.~~

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

- ~~A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;~~
- ~~B. for elementary teachers new to the profession, this also requires:
 1. at least a bachelor's degree;
 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);~~
- ~~C. for secondary or middle school teachers new to the profession this also requires:
 1. at least a bachelor's degree, and
 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice); or
 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;~~
- ~~D. for elementary, middle, or secondary school teachers with prior experience, this also requires:~~

1. at least a bachelor's degree, and
2. ~~meets standards for new teachers (above), or~~
3. ~~demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).~~

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

~~All teachers hired for a Title I supported program or a core subject area must be "highly qualified."~~

~~As a condition of employment, all newly hired teachers in a Title I supported program or in core subject areas shall be required to submit documentation that they are "highly qualified" as described above.~~

~~As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography. The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.~~

M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623

~~20 U.S.C. 6319 & 7801~~

R 390.1105

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Legal

M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623

R 390.1105

Book	Policy Manual
Section	4000 Support Staff
Title	EMPLOYMENT OF SUPPORT STAFF
Code	PO4120
Status	First reading
Adopted	February 23, 1996
Last Revised	July 1, 2015
Last Reviewed	December 1, 2021

4120 - EMPLOYMENT OF SUPPORT STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent personnel.

The Superintendent shall approve the employment, and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each support staff member employed by this District.

Individuals employed in the following categories shall be considered members of the support staff:

- A. those persons specified in the contract with V.B.E.S.P.
- B. clerical
- C. classified as non-exempt under Fair Labor Standards Act (FLSA).

All support staff are subject to a criminal history record check. See Policy 4121.

All applications for employment shall be referred to the Director of Human Resources.

Relatives of Board members may be employed by the Board.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any support staff member's intentional misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 4120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or documentation of necessary qualifications.

The Superintendent shall prepare procedures for the recruitment and selection of all support staff.

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associate's degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
 - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
 - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. provide instructional assistance in a computer laboratory;
- C. provide instructional support in a library or media center;
- D. provide instructional services to students, if working under the direct supervision of a teacher;
- E. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

Revised 10/2/96

Revised 1/1/99

Revised 9/1/04

Revised 6/7/06

Revised 1/10/07

Revised

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Legal M.C.L.A. 37.2101 et seq., 380.17901, 380.1230 et seq.
20 U.S.C. 6319

Book	Policy Manual
Section	Board Approval - December 2021
Title	SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS- NEW
Code	po5722
Status	First reading
Last Reviewed	December 1, 2021

5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term "publication" shall include distribution, transmission, and dissemination of a student publication regardless of its medium. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, Apps and Services (as defined in Bylaw 0100, webpages/sites, web logs ("Blogs"), video or audio clips, (postings of Social Media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, text, wireless broadcast, or other similar distribution/dissemination).

The "term performance" shall include presentation and broadcast of a student production. "Student productions" shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not listed to, radio and television programs, videoblogs ("vlogs"), podcast, Social Media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available broadcast technology).

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

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Book	Policy Manual
Section	Board Approval - December 2021
Title	Revised COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	First reading
Adopted	August 3, 2016
Last Reviewed	December 1, 2021

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following District general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;

4. the cost aligns with identified needs based on results and findings from a needs assessment;

5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth ~~in the~~as cost principles in Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be ~~afforded~~accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award~~assigned~~ as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

~~Financial obligations~~ are orders placed for property and services, contracts and subawards made, and similar transactions ~~during a given period~~ that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award by the non-Federal entity during the same or a future period.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.

F. Travel - when the travel is taken.

G. Rental of property - when the District uses the property.

H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur ~~during on or between the beginning and ending dates of the grant project. This period of time is known as~~ the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period, obligations may begin when the grant is approved, unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE) MDE or the pass-through entity to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458

2 C.F.R. 200.474(b)

34 C.F.R. 76.707-.708(a), 75.703

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Legal 2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458

2 C.F.R. 200.474(b)

34 C.F.R. 76.707-.708(a), 75.703

Book	Policy Manual
Section	Board Approval - December 2021
Title	Revised STUDENT FEES, FINES, AND SUPPLIES
Code	po6152
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Adopted	January 1, 1999
Last Revised	March 2, 2005
Last Reviewed	December 1, 2021

6152 - STUDENT FEES, FINES, AND SUPPLIES

Fees

The Board of Education may assess certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, and as well transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the Superintendent or his/her designee for each fee based activity at the conclusion of the activity, along with remission of any fees not expended.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Any fees or fines collected by members of the staff are to be turned in to the Business Office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Business Office to take the student and/or his/her parents to Small Claims Court for collection.

Supplies

The District will provide all basic supplies needed by the student to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Payment

For convenience to families, the Board may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.

{END OF OPTION}

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, or attend school, achieve academic success, or cause the student to be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

[.] Students experiencing homelessness who are able to pay ~~(-) fees or fines (-) fees or fines~~ and refuse to do so **{END OF OPTION}** may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts.

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Book Policy Manual
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 Title Revised PROPERTY INVENTORY
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 Last Revised August 3, 2016
 Last Reviewed December 1, 2021

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall

~~(-) conduct a complete inventory~~

~~(-) maintain a continuous inventory~~

of all District-owned equipment

~~(-) and supplies~~

~~(-) annually.~~

~~(-) every _____ years. [specify number, Federal regulations require at least once every two (2) year]~~

~~(-) at such intervals as will coincide with property insurance renewal.~~

~~(-) and follow Generally Accepted Accounting Principles ("G.A.A.P.") reporting requirements.~~

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$500_____

~~(-) to replace~~

~~(-) as a single unit~~

and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$5000_____. ~~[The Federal threshold for a supply designation is \$5,000 regardless of length of useful life, however, the District may set an early acquisition cost level for designation as supply. Capital expenditures with a unit cost of \$5,000 or more require prior written approval of the Federal awarding agency or pass-through entity.]~~

It shall be the duty of the

~~(-) Superintendent~~

~~(-) Business Manager~~

~~(-) Director of Finance and Operations_____~~

to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

~~[-]~~ Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

~~[-]~~ ~~Property records of consumable supplies shall be maintained on a continuous inventory basis.~~

~~[-]~~ The Director of Finance and Operations shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. ~~(-)~~ description and identification;
- B. ~~(-)~~ manufacturer;
- C. ~~(-)~~ year of purchase;
- D. ~~(-)~~ initial cost;
- E. ~~(-)~~ location;
- F. ~~(-)~~ condition and depreciation;
- G. ~~(-)~~ evaluation in conformity with insurance requirements.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310, and AG 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.
- H. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.
- I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

Book	Policy Manual
Section	Board Approval - December 2021
Title	Revised PUBLIC RECORDS
Code	po8310
Status	First reading
Adopted	February 23, 1996
Last Revised	September 2, 2009
Last Reviewed	December 1, 2021

8310 - PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Michigan for inspection and reproduction.

The public records of this District include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees, subject to certain exemptions according to the Michigan Freedom of Information Act (FOIA). The District shall not disclose the confidential address of a student or of an employee who has provided proper notice of a participation card issued by the department of the attorney general under the address confidentiality program act.

Any person may make a written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The District shall respond to such requests within five (5) working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act.

An individual may purchase copies of the District's public records upon payment of a fee. No original public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law (see Policy 8350 and AG 8350).

Option #1

~~The Board authorizes the Superintendent to provide, upon written request, enhanced i.e. immediate access to any public record which the District has stored in an electronic database and is not confidential or exempt from disclosure by State or Federal statute. Such a record may be provided by means of a computer disk provided by the requestor, electronic mail, or a modem providing the requestor has paid the fee established for such transmission.~~

Option #2

The Board chooses not to provide for enhanced access to any of its public records.

{END OF OPTIONS}

~~{ }~~The Board has determined that personal and confidential information provided to and retained by the District on parents, students, staff and others will be considered exempt from disclosure pursuant to a Freedom of Information Act request, unless advised specifically by the District's legal counsel that the particular information must be released. Such personal and confidential information shall include home addresses, telephone numbers, e-mail addresses or website pages (e.g. My Space, Facebook), except as they are specifically related to the operation of the schools, or specifically authorized for release by the individual, or the parent/guardian if the individual is a minor.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The Superintendent is authorized to dispose of correspondence on a daily basis including those transmitted by means of voice mail or E-mail, providing the message does not alter existing District records.

The Superintendent is responsible for transmission of data contained in the single record student data base established by the Michigan Department of Education. Such transmission shall be in accordance with procedures established by the Van Buren Intermediate School District and the Center for Educational Performance and Information (CEPI).

The Superintendent shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the Freedom of Information Act.

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Legal M.C.L. 15.231 et seq.
M.C.L. 445.81 et seq.
Michigan Federation of Teachers v. University of Michigan, 481 Mich. 657 (2008)

Book	Policy Manual
Section	Board Approval - December 2021
Title	Revised PERSONNEL FILES
Code	po8320
Status	First reading
Adopted	February 23, 1996
Last Revised	January 1, 2003
Last Reviewed	December 1, 2021

8320 - **PERSONNEL FILES**

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

The District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee's personal information system to the Superintendent or his designee.

- ~~(-) Superintendent.~~
- ~~(-) Business Manager.~~
- ~~(-) Assistant Superintendent for Personnel.~~
- ~~(-) _____.~~

~~A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only. (-) and shall be destroyed annually.~~

~~[-]~~ Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

~~[-]~~ A copy of each such entry shall be given to the employee upon request.

~~(-)~~ except for matters pertaining to pending litigation.

~~[-]~~ A copying cost will be charged for each copy given to the employee at his/her request at the rate determined by the _____.

An employee may review their personnel record upon written request.

~~[-]~~ ~~(.)~~ The employee may periodically review their his/her file at ⁹⁰reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or designee;
- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel records

~~() shall be available to Board members and school administrators as may be required in the performance of their jobs.~~

() shall not be available to Board members and school administrators except as may be required in the performance of their jobs.

~~()~~ The personnel files shall be reviewed annually and material no longer required shall be destroyed.

~~() and no record shall be maintained of said destruction.~~

~~()~~ Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

~~Personnel wishing to review their own records shall:~~

- A. ~~() request access in writing;~~
- B. ~~() review the record in the presence of the administrator designated to maintain said records or designee;~~
- C. ~~() make no alterations or additions to the record nor remove any material therefrom;~~
- D. ~~() sign a log attached to the file indicating date and person reviewing.~~

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. () name and date;
- B. () material to be appealed;
- C. () reason for appeal.
- D. () _____.

~~()~~ The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11 inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

~~The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained and the procedures for their maintenance and review.~~

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Legal

M.C.L. 423.501 et seq

Book	Policy Manual
Section	Board Approval - December 2021
Title	Revised STUDENT RECORDS
Code	po8330
Status	First reading
Adopted	February 23, 1996
Last Revised	June 7, 2017
Last Reviewed	December 1, 2021

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

~~After June 26, 2021, i~~f the parent or legal guardian of a student provides the District with notice that s/he/they have received a participation card issued by the attorney general under the address confidentiality program act, the District shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Superintendent shall develop a process to ensure that a student's participation in the address confidentiality program act is appropriately noted to avoid disclosure of this information to any person or entity.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. ↔ observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. ↔ samples of student work
- C. ↔ information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. ↔ interest inventories and aptitude tests,
 - 2. ↔ vocational preference inventories,
 - 3. ↔ achievement tests,
 - 4. ↔ standardized intelligence tests,

5. _____

- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

~~**{NOTE: Districts without AGs should include the following paragraph}**~~ This written agreement must include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed. ~~**{END OF OPTION}**~~

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

~~**{NOTE: the following sentence should be selected by districts with AGs}**~~ The District will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon his/her written request:

- A. the specific information that was disclosed;
- B. the name and contact information of each person, agency, or organization to which the information has been disclosed;
- C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provision of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
- E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
- F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
- G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. () a student's name;
- B. () address (except for students participating in the address confidentiality program act);

- C. () telephone number;
- D. () date and place of birth;
- E. () major field of study;
- F. () participation in officially recognized activities and sports;
- G. () height and weight, if member of an athletic team;
- H. () height if member of an athletic team;
- I. () weight, if member of an athletic team which requires disclosure to participate;
- J. () dates of attendance;
- K. () date of graduation;
- L. () awards received;
- M. () honor rolls;
- N. () scholarships;
- O. () telephone numbers for inclusion in school or PTO directories;
- P. () school photographs or videos of students participating in school activities, events or programs;
- Q. (←) _____.

~~**[The following option should be selected if the Board assigns school email accounts to students per Policy 7540.03. *This option is provided to address potential confidentiality issues presented by Policy 7540.03 and is supported by Federal FERPA regulation 34 C.F.R. 99.37(d).]**~~

~~**[]**~~ The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes () and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The Superintendent or his designee _____ will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ____ days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, District-assigned email addresses (if available) (except for students participating in the address confidentiality program act), and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall

ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's education records. This does not apply to any of the following situations:

- A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement
- B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town, unless a parent is prohibited from doing so due to a student's participation in the address confidentiality program act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least ~~_____~~ 10 work days before the scheduled date of the activity. The instrument will be provided to the parent within ~~five _____~~ business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;

- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing

such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- E. the sale by students of products or services to raise funds for school-related or education-related activities; and
- F. student recognition programs.

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. ↔ the proper storage and retention of records including a list of the type and location of records;
- B. ↔ informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

Legal

M.C.L. 380.1135, 380.1136

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education

34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

MEMO

DATE: DECEMBER 1, 2021
TO: BOARD OF EDUCATION
FROM: DAVE MANSON, SUPERINTENDENT
RE: **APPROVAL OF EMPLOYMENT FOR NEW STAFF**

BACKGROUND:

Due to resignations of staff and new positions, several jobs opened up. Following is a list of new staff, their position, salary and start date. Copies of resumes and Interview Candidate Selection Forms are attached.

RECOMMENDATION:

<u>Administration</u>	<u>Salary</u>	<u>Start Date</u>
Angie Gutierrez- <i>Administrator of Whole Child Services</i>	\$83,000*	01/01/2022
<u>Technology</u>	<u>Salary</u>	<u>Start Date</u>
Sean Devers- <i>IT Support Specialist</i>	\$34,000*	11/22/2021
<u>Professional Staff Members</u>	<u>Salary</u>	<u>Start Date</u>
Niecia Anjorin- <i>Mental Health Clinician</i>	\$59,314*	12/06/2021

**Salary may be prorated based on start date*

RESOLVED that the Board of Education employ the staff listed above.

Attachments

MEMO

DATE: DECEMBER 1, 2021
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON
RE: STAFF RESIGNATIONS

BACKGROUND

Attached are the letters of resignation for Ashley Cencer and Frank Lima.

RECOMMENDATION

RESOLVED that the Board of Education accept the resignations of Ashley Cencer effective November 23, 2021 and Frank Lima effective December 17, 2021.

Attachment

IV. CLOSED SESSION - For the purpose of discussing personnel issues (ROLL CALL VOTE)

V. OTHER BUSINESS

A. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Director of Special Education, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.